




Idaho Conservation Districts
Guidance for Preparing a Report of Accomplishment
for
Fiscal Year 2008
(7/1/07 – 6/30/08)

A. Format

-  Save a backup copy of 2008 Report of Accomplishment Template.doc
-  Challenge: Compiling Report on **one page** – front and back only
-  Please use Times New Roman font size 14 in report header and for the Conservation District's name and the same font but size 11 through the remainder of the report. The use of the same font and size in each of the Conservation District reports makes for a more attractive composite of reports for distribution.

B. Report of Accomplishment Header

- Choose the NACD Logo or insert the Conservation District's logo.
- To change a logo click view on the tool bar select headers and footers delete the NACD Logo and insert the Conservation District's Logo.


C. Conservation District Information

- Conservation District's Name
- Mailing address
- Physical address – office location
- Telephone number plus extension if applicable
- Contact - Conservation District Chair
- County or counties served by the Conservation District
- Legislative District(s) - legislative district(s) within the Conservation District's boundaries



D. Function or Conservation District Mission

- District Mission Statement
- Or general Conservation District function statement:
To take available technical, financial and education resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water, and related resources.


E. Most Significant Natural Resource Improvement, Project or Accomplishment

- Provide description of the most significant accomplishment for Fiscal Year 2008
-  Use numbers to quantify accomplishment
- Example: Summarize number of individuals served, number of acres treated, linear feet of fence installed, tons of soil saved, water or energy savings, acres treated etc.
- Select **one** photo to showcase a significant accomplishment or a conservation practice; include caption to describe subject matter.


F. Three Top Conservation District Priorities

-  If priorities are unclear, refer to Annual Plan of Work, or District Supervisors can determine the significant accomplishments for the report. Accomplishments may differ from the Annual Plan of Work, based on a change in resource needs, programs, funding, and or technical assistance available to the Conservation District.
-  Use numbers to quantify accomplishments, which also adds credibility to a report. For example: Summarize number of individuals served, number of acres treated, linear feet of fence installed, tons of soil saved, water or energy savings, acres treated, ect.

G. District Operations Accomplishments


-  Summary of Conservation District accomplishments; include collaboration and coordination accomplishments. For example: Sage Grouse Meetings, Cooperative Weed Management Meetings, Local Working Groups, Conservation, Security Program meetings; Supervisor Training, etc.

H. District Information and Education Accomplishments

-  Tours, workshops, cooperator and youth environmental education outreach and the number of individuals reached.
- Example: Direct Seed Demonstration 45 participants
Natural Resource Conservation Day 200 students and eight teachers

I. Synopsis of Assistance Coordinated for Constituents (See attached Appendix A)

- This section of the report is formatted as a table. Click table on the tool bar and select insert or delete functions to add or delete lines.
- Funding information included in this section should be for the fiscal year July 1, 2008 – June 30, 2009.

-  Requested Funding Source Information:
 - County/City – funds or in-kind-support received
 - State of Idaho Base Funding - \$5,000

- State of Idaho – can be up to 2 to 1; match for FY 2008 was 54.9%
- District Elected Official's (Supervisors) in-kind-time valued at \$30.00 an hour; includes the time spent attending District meetings, signing contracts, promoting programs, working with constituents or activities to implement the District's priorities and programs.
- USDA Farm Programs - inclusive; include all conservation practices or measures installed or implemented during the fiscal year.
- Water Quality Program for Agriculture (WQPA) - conservation practices or measures installed or implemented during the fiscal year.



- Other funding sources to include:
 - Conservation Tree Sale Programs
 - Cloud Seeding
 - Equipment Rental
 - Department of Environmental Quality 319 Grant
 - Idaho Department of Fish and Game
 - Idaho Department of Water Resources
 - Pacific Coast Salmon Recovery Funds
 - Bonneville Power Administration
 - U.S. Fish and Wildlife Service
 - Coordinated Weed Management Areas
 - Other

J. Conservation District Elected Officials (Supervisors) & Staff



- This section of the report is formatted as a table, click table on the tool bar select insert or delete or add or delete lines for District Officials and Administrative Assistant's name. Note that telephone numbers only are being requested; no personal email addresses.

K. Report Submission



- **Date due: October 15, 2008** via email or on disc



- Please email reports to:
kweaver@agri.idaho.gov and cyoultz@agri.idaho.gov



- If the District is unable to successfully send the completed Report of Accomplishments via email; please send the report on to a CD to either

Kathy Weaver, District Operations Manager
Idaho Soil Conservation Commission
3563 Ririe Highway
Idaho Falls, ID 83401

or

Carol Youtz, Administrative Assistant
Idaho Soil Conservation Commission
P.O. Box 790
Boise, ID 83701

Appendix A
Guidance for Preparing Report of Accomplishments
Synopsis of Financial Assistance Coordinated

| Funding Source | Purpose / Benefit | Funding Amount | Match Value¹ |
|--|----------------------------|---|--|
| County / City | District Operations | \$7,000.00 <i>Funds received from county & city</i> | ² \$8,316.00 <i>This match value could be up to a 2-1 match or \$14,000. The State's match was 59.4% for FY08 or \$14,000.00 x 59.4 = \$8,316.00</i> |
| State of Idaho (base funding) | District Operations | \$5,000.00 | .00 <i>There is no match for base funding</i> |
| State of Idaho | District Operations | \$8,316.00 <i>59.4 % of \$14,000.00</i> | ³ \$7,000.00 <i>Funds received from county & city</i> |
| District's Elected Officials (in-kind time) | District Operations | .00 <i>No match for elected officials time</i> | ⁴ <i>The value of Supervisor's time is \$30.00 an hour. Include time for all Supervisors.</i> |
| USDA Farm Programs (inclusive) | Conservation | <i>Money received from USDA Farm Bill Programs for actual BMPs Implemented in FY 08</i> | <i>Match can be estimated as 30% of the cost BMPs implemented during FY 2008</i> |
| Water Quality Program for Agriculture | Non-point Source Pollution | <i>Money received from WQPA for actual BMPs implemented In FY 08</i> | <i>Match can be estimated as 30% of the cost BMPs implemented during FY 2008</i> |
| Other funding sources received or managed by Conservation District | | | |
| | | | |